



Code: 7926

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Forestry and Parkways

Series: Landscape Maintenance

CLASS TITLE: SUPERINTENDENT OF FORESTRY

CHARACTERISTICS OF THE CLASS

Under direction, the class is managerial in nature and directs various operational areas in the Department of Streets and Sanitation's Forestry Bureau, and performs related duties as required

ESSENTIAL DUTIES

- Directs Forestry Supervisors and contractors overseeing the planting, maintenance, and removal of trees and plant materials
- Establishes and oversees the implementation of operating policies and work standards and procedures
- Schedules and coordinates work projects and activities
- Establishes and monitors goals and objectives for landscaping programs, ensuring productivity and quality standards are met
- Directs on-site inspections to ensure the quality and timeliness of work and to ensure that staff follow proper safety procedures
- Prepares program operating budgets for manpower, equipment, and supplies
- Directs field surveys to assess the condition of trees and other plant materials and oversees corrective measures for problem areas
- Oversees equipment maintenance, repair, and acquisition
- Assists supervisors in resolving complex landscaping problems
- Directs forestry crews during emergency situations
- Manages commercial and residential property owners' compliance with the municipal Landscape Ordinance
- Directs the preparation of management reports on landscaping projects
- Presents information regarding the City's landscaping programs at community meetings, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five years of work experience in the trimming, planting, care, and removal of trees, of which three years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates)
- Communication equipment (e.g., two-way radio, dispatch communications equipment)

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *trees, shrubbery, and other plant material used in landscape beautification
- *equipment, tools, and materials specific to landscaping
- forestry methods, practices, and procedures
- repair, maintenance, and preventative maintenance procedures applicable to landscape equipment
- *safety and code standards specific to landscape activities
- use of safety equipment and protective gear

Considerable knowledge of:

- *surveying and inspecting field operations
- *supervisory methods, practices, and procedures

Moderate knowledge of:

- management methods, practices, and procedures
- applicable emergency operations

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Assistant Superintendent of Forestry class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
 - *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
 - MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
 - MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
 - *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
 - *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
 - NEGOTIATION - Bring others together and trying to reconcile differences
 - *PERSUASION - Persuade others to change their minds or behavior
 - *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- Other skills as required for successful performance in the Assistant Superintendent of Forestry class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
 - SPEAK - Communicate information and ideas in speaking so others will understand
 - COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
 - WRITE - Communicate information and ideas in writing so others will understand
 - REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
 - REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Other abilities as required for successful performance in the Assistant Superintendent of Forestry class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

CLASS TITLE: SUPERINTENDENT OF FORESTRY

- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Assistant Superintendent of Forestry class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010